

## Project Monitoring Visit Report

**Project Name:**

**PMS Number:**



# Project Monitoring Visit Report

Proposer:	
Project Name:	
Project Reference No:	
Deliverer:	
Contact Name:	
Telephone Number:	
Position in Organisation:	

	SP	ERDF/RDPE	Total Project Cost:	£
Date of Approval:				

	SP	ERDF/RDPE	Schedule of all project funding:	
Project Start Date (FAL):				

	SP	ERDF/RDPE	Any Changes:	
Project End Date (FAL):				
Risk Rating:				

Prior to visit review FAL and discuss with Activity Manager

## Previous Monitoring Visit

Date of last monitoring visit:	
Visit undertaken by:	
Issues raised during visited to be reviewed at monitoring visit:	

N.B: If the project is to end in the next 12 months a Forward/Exit Strategy report is to be completed (see section 6.2)

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Date of Project Engagement Visit:	
Date of Previous Verification Visit (if applicable):	

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Present During Visit:

Name		Organisation	
Name		Organisation	
Name		Organisation	

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**\*See point 17 in Guidance – Preparing for the Meeting**

1.1 Funding Allocation Letter – are there any special conditions?

Yes  No

1.2 Were any areas of concern identified within previous reports?

Yes  No

Specify and record follow-up action

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1.1 Any significant problems/issues to be covered?

- **Define issues prior to meeting**
  - **At meeting, attempt to identify reasons/sources and explore with Proposer how issues can be resolved**
  - **Is additional support required?**
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## 2. Project Performance

### 2.1 Project Objectives

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Is the project being implemented in line with the Business Case and its stated objectives and outcomes?

**Evidence Progress/Activity Reports.**

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## Project Funding

Approved Project:

Quarterly Breakdown of Funds														
	2006	2006	2006	2006	2007	2007	2007	2007	2008	2008	2008	2008	2009	Total
	Jan to Mar	April to Jun	Jul to Sep	Oct to Dec	Jan to Mar	April to Jun	Jul to Sep	Oct to Dec	Jan to Mar	Apr to Jun	Jul to Sep	Oct to Dec	Jan to Mar	
ERDF														0
RDPE														0
SP														0
	0	0	0	0	0	0	0	0	0	0	0	0	0	0

ERDF (Jan to Dec) Annual Breakdown of Funds					
	2006	2007	2008	2009	Total
ERDF					0
RDPE					0
SP					0
	0	0	0	0	0

RDPE (Apr to Mar) Annual Breakdown of Funds					
	2005-2006	2006-2007	2007-2008	2008-2009	Total
ERDF					0
RDPE					0
SP					0
	0	0	0	0	0

SP (Apr to Mar) Annual Breakdown of Funds					
	2005-2006	2006-2007	2007-2008	2008-2009	Total
ERDF					0
RDPE					0
SP					0
	0	0	0	0	0

ERDF	Jan to Dec
RDPE	Apr to Mar
SP	Apr to Mar

Progress to Date\*

Quarterly Breakdown of Funds														
	2006	2006	2006	2006	2007	2007	2007	2007	2008	2008	2008	2008	2009	
	Jan to Mar	April to Jun	Jul to Sep	Oct to Dec	Jan to Mar	April to Jun	Jul to Sep	Oct to Dec	Jan to Mar	Apr to Jun	Jul to Sep	Oct to Dec	Jan to Mar	Total
ERDF														0
RDPE														0
SP														0
	0	0	0	0	0	0	0	0	0	0	0	0	0	0

ERDF (Jan to Dec) Annual Breakdown of Funds					
	2006	2007	2008	2009	Total
ERDF					0
RDPE					0
SP					0
	0	0	0	0	0

RDPE (Apr - Mar) Annual Breakdown of Funds					
	2005-2006	2006-2007	2007-2008	2008-2009	Total
ERDF					0
RDPE					0
SP					0
	0	0	0	0	0

SP (Apr to Mar) Annual Breakdown of Funds					
	2005-2006	2006-2007	2007-2008	2008-2009	Total
ERDF					0
RDPE					0
SP					0
	0	0	0	0	0

ERDF	Jan to Dec
RDPE	Apr to Mar
SP	Apr to Mar

\*Use information from latest claim/progress report – Obtained from PMS/MCIS

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## 2.2 Projects Financial Procedures & Systems

Does the project have a Financial Procedures Policy?

Are there segregation of duties? What are the arrangements to monitor and control project expenditure? Who prepares claims and who checks and signs claims?

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Is the project meeting its spend targets? If not, why? Is a re-profile necessary (target spend +/- 10%)

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How are assets recorded and evidenced? Is the register up to date? (Record evidence seen)

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Are adequate records being kept in relation to outputs/results/impacts? Provide details

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Is the project meeting its output targets? (-/+ 20%)  
If not, how does the applicant propose to rectify/address any under achievement?  
(Complete validation sheet)

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Are there any additional outputs/benefits being achieved not contained within FAL?

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Are key project milestones, KPIs and any other key deliverables on target? If not discuss how the issues may be addressed and arrange a future Project Management Visit.

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### 2.3 Risk Management

Are any key risk factors current? What action is being taken to mitigate risk?

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### 2.4 Project Management

Is project performance systematically reviewed and reported? Are key management and delivery structures in place? Is the Steering/Management Group meeting regularly and informed of relevant issues? Evidence e.g. Minutes of meetings, agendas, HR Records, job descriptions.

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2.5 Document Retention

Does the applicant have a document retention policy? What type of storage – Filing systems –Electronic/Paper etc. (Check Electronic Retention Guidance). Is the applicant aware of EU retention periods?

The project must advise One North East of the storage location relating to archived and current project documentation.

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3. Funding Systems and Procedures

3.1 Is the deliverer experiencing any difficulty with claims or monitoring procedures? Record issues and agreed action and/or identified needs.

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3.2 Publicity

How is the project being publicised to its target audience and is this proving effective?

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Is the project complying with contractual requirements to publicise One NorthEast/ERDF/RDPE support?

Are plaques displayed?

Yes  No

Are Billboards displayed (in case of Capital Project)?

Yes  No

Does all related documentation make specific reference to One NorthEast/ERDF/RDPE? Is Logo used on stationery?

Yes  No

Do press releases include reference to One NorthEast/ERDF/RDPE support?

Yes  No

Does sponsor use/understand style guide?

Yes  No

Agreed publicity action/improvements

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Are there any interesting success stories that can be followed up or case studied?  
Attach any good press releases/pass best practice information to Monitoring Group.

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### 3.3 Horizontal Cross Cutting Themes Outputs & Results

Detail evidence to support delivery of horizontal cross cutting themes outputs results e.g. can you see evidence that the organisation/Proposer practically implements horizontal themes? e.g. access to buildings, recycling etc?

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#### 4) Tendering and State Aids

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##### 4.1 Tendering -

Are EU or Agency Procurement rules being adhered to? Does the applicant have a Procurement Policy. Evidence of Tender Files including written quotes/proposals, tender process. OJEU?

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##### 4.2 Confirm that records on STATE AIDS are being kept e.g. De Minimus Aid?

Confirm which State Aid Exemption/Rule is being applied.

Check evidence e.g. Does SME registration form detail previous State Aid?

Does applicant advise SME of value following assistance? Are cumulative records of assistance maintained?

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##### 5. Linkages to other projects/activity

How is the project demonstrating key linkages with other activity in the area?

What other organisations and/or initiatives is the project working with? (include community groups) Roles of Partners in delivery of project. Are there SLA's, minutes of meetings, correspondence etc?

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6) Evaluation and Exit Strategy

6.1 Evaluation

Does the project have an evaluation plan?

Yes  No

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What progress has been made?

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6.2 Forward/Exit Strategy

How is the project developing its forward/exit strategy?

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6.3 Other Benefits

Are there any other benefits delivered by the project?

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## 7. Summary of Actions

Actions Agreed on the Visit	Responsibility	Timescale

Post Visit Actions (agreed after the management visit)	Responsibility	Timescale

### Signed off by Deliverer

Signed:

Name:

Date:

### Signed off by Activity Manager

I certify that the contents of this report are accurate following a Project Management visit by the identified deliverer. I also confirm that the projects risk register has been updated and PMS is up to date following this visit.

Signed:

Name

Date